

DEPARTMENT OF BUILDING AND
ZONING
OF COOK COUNTY, ILLINOIS

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COMMISSIONER OF BUILDING AND ZONING
OF COOK COUNTY



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<http://www.cookcountyil.gov/building-and-zoning>

DETACHED SHED OR GARAGE (LESS THAN 625 SQ. FT.) PERMIT REQUIREMENTS

Please address the following requirements with respect to your permit application. The department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 10MB or less are encouraged to email their submittals to: Intake.bnz@cookcountyil.gov. If your submittal is larger, we accept an electronic copy on flash drive or CD (PDF format). Once you receive your permit review number, please submit by mail the deposit fee (1/10th of 1% of the estimated cost of work or \$25.00 whichever is greater). Checks (with the permit review number noted) should be mailed to the department at the address above, and made payable to the **Cook County Collector**.

When the permit has been reviewed and completed, you will be notified of any deficiencies and the balance due. After payment has been received, your permit will be issued and mailed or emailed to you.

1. Complete the application in its entirety where applicable. Be sure to print your name, address, phone, email and include the property index number (PIN) in the lower left hand corner. Be certain to indicate, on the application, if your property is served by well and septic or water and sewer.
2. Complete the attached template form in its entirety. Complete construction information is required including: wall stud size and spacing, rafter size and spacing, foundation, slab type and dimensions; roofing material, ridge rafter size, all header sizes, etc.; floor must slope to drain or towards overhead door. Note: Maximum height of detached residential accessory structures is 15 feet. Be certain to specifically show the location of the proposed structure and its distance from all lot lines and distance between other structures. Show well and septic on current Plat of Survey, if applicable.
3. Submit a Plat of Survey signed and sealed by an Illinois registered surveyor that is not more than five (5) years old.
4. Submit a Site Plan showing the location of the detached structure with respect to the existing buildings and structures as well as its distance from all lot lines on the parcel.
5. **For a Shed Permit:** If the proposed shed is larger than 12 x 12, it does require electrical service. Submit a letter of intent from a registered electrical contractor and state the scope of electrical work to be done.

For a Detached Garage Permit: Submit a letter of intent from a registered electrical contractor, stating the scope of electrical work to be done (per Municipal Code 14.28-1450).

For digital submission of application and supporting documents, please refer to our web site:
<http://www.cookcountyil.gov/building-and-zoning>

Important Links:

[Procedures for the New Permitting Processing System](#)
[Cook County Building Permit Application](#)